

No. 21/1/2018-CS-II(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi – 110 003.  
Dated the 23<sup>rd</sup> February, 2018.

**OFFICE MEMORANDUM**

Subject:- Level-III Training Programme from 05.03.2018 to 23.03.2018 for PSs of CSSS - reg.

The undersigned is directed to say that PSs of CSSS, whose names are given in the Annexure-I to this OM, have been nominated to participate in the Level-III Training Programme being conducted by the ISTM from 05.03.2018 to 23.03.2018. **It may be noted that successful completion of Level-III programme will be essential for promotion to the grade of Principal Private Secretary. It may also be noted that the officials who do not attend the mandatory training programmes even after three documented nominations by this Division, shall be debarred for future training programmes under the Cadre Training Plan.**

2. The concerned cadre authorities are, therefore, requested to ensure that the officers nominated to the above training programme are relieved on time.

3. As part of the Training Programme, the participants would be taken on a study tour. In order to meet the expenditure for the study tour, all the administrative Ministries/ Departments are required to sanction an advance of Rs. 45,000/- (Rupees forty five thousand only) as T.A. advance for each participant, along with their relieving order.

4. It is requested that these officers may please be relieved of their duties with the direction to report to Sh. B. Dhanesh, Deputy Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. sharp on 05.03.2018.

5. The concerned cadre authorities are also requested to send Curriculum Vitae of each participant, specifically indicating their gender and medium of stenography (English/Hindi) in prescribed proforma given in the Annexure-II, to Sh. B. Dhanesh, Deputy Director, ISTM, New Delhi.

  
(Chirabrata Sarkar)

Under Secretary to the Govt. of India

Tel: 24623157

To

Under Secretary (Admn.) of the concerned Cadre Units.

- Copy to: (i) Sh. B. Dhanesh, Deputy Director, ISTM along with a copy of list of Participants.  
(ii) Training Division, DoP&T, Old JNU Campus, New Delhi.  
(iii) Hindi Unit, DoP&T, North Block, New Delhi for furnishing Hindi version of the OM.  
(iv) Guard file.  
(v) Website of the DoP&T.  
(vi) Officers concerned.



**List of Regular PSs of CSSS to be nominated for Level-III training programme to be held from 05.03.2018 to 23.03.2018**

**Annexure-I**

S.No.	Name Shri/Smt.	Designation	Date of Birth	Cadre Where Working
1	P Shyam Prasad*	PS	04-05-1968	Expenditure
2	Rakesh Kumar*	PS	01-01-1969	MHA
3	Narender Verma*	PS	11-07-1964	Agriculture
4	Sangeeta Kajla*	PS	10-12-1965	Agriculture
5	Rajinder Pal Singh*	PS	02-04-1961	I&B
6	Raj Pal	PS	02-04-1960	MHA
7	Jai Bhagwan Chopra	PS	15-03-1962	UPSC
8	Kailash Chandra	PS	02-01-1962	Water Res.
9	Ravinder Tanwar	PS	09-03-1964	Power
10	Rajshree Ramesha	PS	21-05-1965	Defence
11	L.K. Suryawanshi	PS	01-10-1968	Defence
12	Sujatha Prasad	PS	16-04-1960	Health & FW
13	Gayathri Venugopal	PS	19-01-1964	MHA
14	Leela Sabu	PS	22-05-1971	Agriculture
15	Anita Gautam	PS	15-07-1971	Expenditure
16	Geeta Gogia	PS	22-04-1976	Expenditure
17	Navneet Kumar	PS	07-03-1966	Health & FW
18	Suneel Kumar	PS	15-08-1974	DoP&T
19	Ashok Vashisht	PS	26-01-1970	MHA
20	Sudhha R. Sharma	PS	07-04-1966	SJ&E
21	Sunita Sharma	PS	07-04-1967	Food & PD
22	Kavita Devi	PS	16-02-1972	MHA
23	Sanjeev Kumar Kaplish	PS	15-10-1972	Earth Science
24	Radha Rani Sharma	PS	31-05-1966	Labour
25	Rajesh Kr. Vig	PS	17-11-1963	SJ&E
26	Neelam Katoch	PS	15-06-1969	Agriculture
27	Rakesh Chandra	PS	15-07-1971	DoP&T
28	Bharti Chanchlani	PS	24-02-1976	Fertilizers
29	Manju Grover	PS	15-04-1962	Agriculture
30	Rajiv Kumar Mudgil	PS	03-03-1972	Agriculture
31	Veni Hariharan	PS	26-08-1967	Defence
32	Ajay Sahi	PS	26-09-1973	Defence
33	Inderjeet Sharma	PS	08-02-1971	Commerce
34	Umraw Singh	PS	11-10-1965	Expenditure
35	Sunita Negi	PS	12-06-1973	Labour
36	G. Bindu	PS	23-06-1970	MHA
37	Avtar Singh	PS	19-08-1967	Supply
38	Sunil Kumar	PS	04-08-1973	Posts
39	Nitin Jain	PS	08-08-1975	MHA
40	Neetu Suri	PS	09-04-1976	Commerce
41	Anurag Sharma	PS	25-04-1973	Agriculture
42	Jaswinder Singh	PS	05-07-1971	Expenditure
43	Alugolu Durga Jagdeeshwari	PS	16-12-1972	Urban Dev

\* Renominated



CURRICULAM VITAE

Annexure-II

1. Name of the officer nominated \_\_\_\_\_
2. Date of Birth \_\_\_\_\_ Male/Female \_\_\_\_\_
3. Designation & Scale of Pay \_\_\_\_\_
4. Office in which employed \_\_\_\_\_
5. Whether Hindi/English Stenographers \_\_\_\_\_
6. Academic qualification \_\_\_\_\_
7. Date of joining as PS \_\_\_\_\_  
Select List Year \_\_\_\_\_
8. Whether the nominee is a member Yes/No  
of SC/ST if yes, please specify SC/ST
9. Previous Training undergone  
(i) ISTM \_\_\_\_\_  
(ii) Other Training Institute \_\_\_\_\_
10. Address  
Office Address \_\_\_\_\_  
Ministry/Department \_\_\_\_\_  
Name of Building & Room No. \_\_\_\_\_  
Office Tel. No. \_\_\_\_\_  
Residential Address \_\_\_\_\_  
Mobile/Tel. No. \_\_\_\_\_  
e-mail \_\_\_\_\_

\_\_\_\_\_  
Signature